



studyinsured™

Online Claim Submission Process

# Step One – Visit the website and click *Submit a Claim*

MEDICINE HAT COLLEGE

Select Language: English | Français

studyinsured™

[NEED TO SEE A DOCTOR? CLICK HERE](#)

Home Products **Submit a Claim** Resources Contact

Essential Plan

Plan Details

Your Insurance Documents

Policy Wording

Summary of Benefits

Claim Form

Summary of Benefits

Choose your language

View

**Don't forget to register for AHCIP!**

Are you a returning or new resident to Alberta? If yes, you MUST register for the Alberta Health Care Insurance Plan

Learn How!

[www.studyinsured.com/mhcinternational](http://www.studyinsured.com/mhcinternational)

# Step Two – Download and complete a claim form

**MEDICINE HAT COLLEGE** Dashboard Select Language: English | Français **studyinsured™**

Home Products Services Resources Contact

**Submit a Claim**

How to Submit a Claim

Download Claims Form

**CLAIM SUBMISSION**

Are you ready to submit your claim? It's quick and easy! Simply fill in the fields below.

Please make sure you have completed and scanned the claim form as well as all related receipts before getting started!

[Click here for a blank claim form or for more detailed instructions.](#)

**CLAIMANT INFORMATION**

Policy Number eg: MCP999123456  Email

First Name  Last Name

## Tip – Be as detailed as possible with the claim form

- ✓ If you are claiming for an injury, how did it happen and where were you when it happened?
- ✓ If it is for an illness, please describe if/when you have had this illness before and what the treatment was the last time you experienced this illness.
- ✓ Provide images of prescriptions and referrals for paramedical services as required.
- ✓ Provide images of payment receipts for out-of-pocket expenses and be clear about how we can reimburse you (ex: provide the EFT information for your bank account, or an address for a cheque to be mailed).
- ✓ It is easier if you title each of your electronic documents with your name or policy number before saving them to your computer.

# Step Three – Fill in the requested information and upload your documents

### CLAIMANT INFORMATION

<input type="text" value="MEP9991235478"/>	<input type="text" value="tester@gmail.com"/>
<input type="text" value="Sally"/>	<input type="text" value="Student"/>

### CLAIM FORM

[Click here](#) for a blank claim form or for more detailed instructions.

Claim form - ... Student.pdf

### SUPPORTING DOCUMENTS

Select all files to upload

3 files

### FILES TO UPLOAD

1	Claim form - Sally Student.pdf	Pending
2	Physio Receipt – Sally Student.pdf	Pending
3	Physio Referral – Sally Student.pdf	Pending
4	Prescription Receipt - Sally Student.pdf	Pending

## Step **Four** – Check your email

- ✓ After you submit you will receive an email with confirmation of which documents were successfully uploaded
- ✓ You will also receive the **submission reference number**
- ✓ You can reference this number if you need to call the claims team to provide additional information for your claim

## **Tip** – Check your email often for emails from the claims team.

- ✓ The claims team will inform you of whether your claim is paid, pending more information, or denied using an **Explanation of Benefit (EOB)** letter.

# Contacts

Concern	Department	Contact Information
Question about coverage, finding a local clinic, reporting major medical emergency	StudyInsured™ Assistance 24/7	1.866.883.9787
Claim submission, claim status, questions about claim decision	StudyInsured™ Claims Mon-Fri; 9am – 5pm	1.866.883.9485 <a href="mailto:studentclaims@studyinsured.com">studentclaims@studyinsured.com</a>



# THANK YOU!

